## Ralph Thornton Centre Board of Management APPROVED Minutes of the Meeting of August 24<sup>th</sup>, 2016

Present: Board: Graham Chernoff; Andrew Chong (Chair); Jeff Garkowski; Michele Harding (Minutes); Mae Hum; and Samantha Morrison.

**Board Nominees:** Sharon Ho; Janet Routliffe; Maria DeLuca; Elizabeth (Liz) Doyle; Robin Edger.

<u>Staff</u>: John Campey; Glenn Gustafson; and Maria Moutsatos **Regrets:** Alan Lennon, Jordana Wright and Paula Fletcher

	Item	Discussion	Decision	Action / By
		1. CALL TO ORDER		
1a	Greetings	Andrew called the meeting to order and introduced Board nominees.		
1b	Approval of Consent Agenda	Andrew asked if anyone wanted to withdraw any consent agenda item. No requests were received.  Motion: That the Consent Agenda, as circulated, be approved.	M: Samantha S: Mae CARRIED	
1c	Declarations of Conflict of Interest	None identified or declared		
1d	Community Announcements	Andrew advised that BD&N recommended that time be allowed to flag community events and announcements.  SRPCC held a leaving party for kids starting school in Sept. Paula Fletcher's Environment Day activities	N/A	
		2 CONSENT AGENDA		
2	Consent Agenda Items	Andrew reminded members of the requirements of a consent agenda.  MOTION: THAT the following Consent Agenda decisions and motions be APPROVED as presented:	M: Graham S: Mae CARRIED	
2a	Approval of June 22 <sup>nd</sup> , 2016 Minutes including minor amendments	MOTION: THAT the minutes of the June 22, 2016 Meeting of the RTC Board of Management be approved, as circulated.		Secretary
2b	Disclosure of Wrongdoing Policy Amendment	MOTION: That the revised Disclosure of Wrongdoing policy amended to include the section "Allegations Against the Agency Head" be approved.		Secretary
2c	Special Occasion Permit	MOTION. That the Special Occasion Permit for the private reception for Caeli Mazara be approved for the date specified on the permit.		John/Glen
2d	Board Development & Nominations	<u>Decision:</u> That the Committee Report be received.		BD&N Committee
2e	<ul><li>Membership &amp; Outreach</li><li>Date of 2017 Annual</li><li>General Meeting</li></ul>	MOTION: That the Board set June 14, 2017 as the date for the 2017 AGM.		M&O Committee / John

	Item	Discussion	Decision	Action / By
2f	Org. Planning & Evaluation  Interim Space Report  Revised Space Booking Policy and Procedures	MOTION: THAT the Board of Management:  1. Approve the Space Use Terms of Reference; 2. Adopt the Interim Policy on insurance; 3. Adopt the Interim Rental Rate Chart; 4. Adopt the User Category Definitions; and 5. Adopt the amended Space Booking Policy and Procedures, for implementation effective September 1, 2016.		OP&E / Glen
2G	Executive Committee	No Report		N/A
2h	Personnel Committee	MOTION: To approve the 2016/2017 Personnel Committee's Terms of Reference with revisions made to the Proposed Priorities		Personnel Committee
	·	3. BUSINESS ARISING	,	
3a	Executive Election	Andrew advised that members had been invited to volunteer to undertake the tasks of Board officers and to sit on the Executive committee. Members were provided with the opportunity to question the candidates who volunteered.  MOTIION: That the following Board members be appointed to each of the identified officer roles on the Board commencing immediately following the end of the August 24, 2016 Board Meeting until the next AGM of the Centre:  President – Samantha Morrison Vice President – Mae Hum Treasurer – Graham Chernoff Secretary – Michele Harding	M: Jeff S: Andrew CARRIED	Executive Committee
3b	In-Term Board Vacancies  Resignations  Nominations	Andrew advised that, following the June Annual General Meeting, three members had given notice of their intention to resign, thereby, creating three in-term vacancies.  MOTION: THAT the Board accept the resignations of Chris Shantz, Jennifer King and Andrew Chong, effective the end of the August 24 <sup>th</sup> , 2016 meeting.  Andrew advised that BD&N had undertaken a search for qualifi8ed candidates to fill the in-term vacancies, including following up with individuals who had previously indicated interest in board governance. The candidates identified all met the qualifications	M: Michèle S: Graham CARRIED	

	Item	Discussion	Decision	Action / By
		identified by the Board. The Candidates were given the opportunity to introduce themselves and respond to questions.		
		MOTION. That the Board appoint Marie DeLuca, Elizabeth Doyle and Robin Edger to the Board of Management to fill the In-Term	<b>M</b> : Graham	Samantha/John
		Vacancies created by the resignation of three Board Members,	S: Samantha	Sumantinaysom
		effective immediately following the end of the August 24, 2016 meeting, and that such names be forwarded to City Council for review and approval.	CARRIED	
		The Board expressed its thanks to Andrew for his exemplary leadership over the last three years.		
		4. STAFF DISCUSION		
4A	Executive Director, Programme Director, Business Manager	John shared a RTC success story regarding a young volunteer who had secured full-time employment. He also highlighted:  • Very positive feedback received from the summer camp participants		
		and their families, especially LGBTQ families;		
		<ul> <li>The re-painting of the SRPCP and Basement area. The Board expressed its appreciation to Mark Johnston, for going above &amp; beyond, and to Glen Gustafson, for coordinating the work;</li> </ul>		
		The revamped Sunday Escape programme with child care and cross-		
		promotion with local restaurants. Participation, promoted primarily by word-of-mouth, is increasing to the break-even point; and		
		• Resolution of nuisance problems (litter, etc.) generated by the new Sweet Jesus ice cream concession.		
		5. COMMITTEE REPORTS		
5a	Finance Committee	Graham reported on the Q2 Financial Statement highlighting that:		Finance Committee /
	Q2 Financial Statement	Overall, income slightly exceeds budget projections;		John/Glenn
		<ul> <li>Some over-expenditure is seasonal, including admin costs which were due to vacations taken early in the year. Some over- expenditures will be corrected in Q3.</li> </ul>		
		Steps taken to ensure a balanced budget by year-end include tightening casual staff and scheduling, new arrangement for the after-school programme, and monitoring savings from facility retrofits.		
		Concern was expressed that the new presentation did not also show income deferred from previous years into the current year. Glenn undertook to review the matter.		

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		MOTION: THAT the Board receive the Q2 Financial Statement.	M: Graham	
			S: Samantha	
			CARRIED	
5b	Fundraising & Marketing	Samantha reviewed the draft request for quotes for the logo redesign		F&M
	Logo & Website	project and advised that, as a result of the logo redesign, the		
		completion of the web site redevelopment will be delayed until		
		February 2017. NOTE: The RFQ document is embargoed until August 28 <sup>th.</sup>		
		28	M: Samantha	
		MOTION: THAT the Board approve the (1) Logo RFQ document for	S: Andrew	
		distribution, (2) the required staff time necessary to adhere to the	CARRIED	
		Logo & Website Implementation Timeline, and (3) Planning and		
		marketing of a Public Exhibition Event by the F&M Committee to		
		secure community input for a Logo.		
	Logo Redesign Budget	Discussion occurred respecting the source of funding for the logo		
	- Logo Nedesigii budget	redesign project. Members concurred that the cost of redesigning the		
		logo was an investment warranting use of the reserve fund.	M: Samantha	
			S: Andrew	
		MOTION: THAT the Board approve a total Logo budget of up to	CARRIED	
		\$5,500, and the allocation of funds for the Logo redesign from the reserve fund.		
		reserve luna.		
		Samantha discussed plans to evaluate and choose a new logo,		
	Selection Committee	including recruitment of an evaluation committee.		
		NACTIONS THAT the FORA Committee is such assisted to color and	M: Samantha	
		MOTION: THAT the F&M Committee is authorized to select and designate members of an 'Evaluation Committee' who will complete	S: Michèle	
		the responsibilities outlined in the Logo RFQ & Implementation	CARRIED	
		Timeline		
5c	Organizational Planning &	Michèle highlighted issues relating to the proposed sole source		
	Evaluation	procurement with Social Planning Toronto for data collection and		
	Strategic Planning Terms of	analysis. It was expressed that leveraging existing investments was a		
	Reference & Procurement	justification for sole sourcing.		
		It was noted that John is the former ED of SPT and Michèle advised		
		that SPT had provided the data for the Renewal Plan.		

	Item	Discussion	Decision	Action / By
		MOTION: THAT the Board approve a sole source contract up to	M: Michèle	OP&E / John
		\$4,000 to purchase data assembly and analysis goods and services	S: Graham	
		from Social Planning Toronto and authorize establishment of the	CARRIED	
		necessary service agreements.		
	<ul> <li>Rivertowne Access &amp;</li> </ul>			
	Equity Programme	Michèle advised that the Rivertowne programme description was the		
	Description	first trial of the programme documentation policy recently		
		implemented by the Board and highlighted key information respecting		
		deliverables and risks.		
				John
		MOTION: THAT the Rivertowne Access and Equity Project be	M: Michèle	
		approved, and that a total of \$50,000 be confirmed for its	S: Samantha	
		implementation in 2016-2017	CARRIED	
	SPT MOU			
		John advised that Social Planning Toronto was a partner/collaborator		
		in the application for the Rivertowne Access and Equity Project, which		
		RTC is leading. The MOU is intended to implement the relationship.		
			M: Michèle	John
		MOTION: THAT the Board authorize the Executive Director to sign	S: Graham	
		the memorandum of understanding with Social Planning Toronto.	CARRIED	
		6. IN CAMERA MEETING		
6.	In camera Meeting	MOTION: THAT the Board commence the <i>in camera</i> meeting at 8:15	M: Andrew	
		pm, with the Executive Director, Business Manager, Programme	S: Mae	
		Director and Board Nominees invited to attend.	CARRIED	
		MOTION: THAT the Board end the <i>in camera</i> meeting at 9:12 pm.	M: Michèle	
			S: Andrew	
	Report of in camera meeting	The Board received reports respecting recent City funding directions	CARRIED	
		relating to AOCCs budgets and explored potential implications for		
		RTC.		
7.	ADJOURNMENT	MOTION: THAT the meeting be adjourned.	M: Andrew	
			S: Jeff	
			CARRIED	

MOTION: THAT the minutes of the August 24<sup>th</sup>, 2016 meeting of the RTC Board of Management be approved.

M: Samantha/S: Jeff and CARRIED